

Message

From: Orquina, Jessica [Orquina.Jessica@epa.gov]
Sent: 4/6/2018 9:14:12 PM
To: Grantham, Nancy [Grantham.Nancy@epa.gov]
CC: OWC [OWC@epa.gov]
Subject: OWC Highlights - April 2-6

Hi Nancy,

Here's the highlights of what OWC team members have been working on this week.

Thanks! Jess

Christine

- finished developing list of federal lead resources
- developed list of existing EPA resources related to water infrastructure
- sent second round of comments to OAR re: content related to Field Audit Checklist Tool
- reviewed emails developed by contractor to specific EICs to help them improve their search results
- developed email to OEI re: rationale for discouraging tabs and accordion panels
- developed template for emails to program offices re: updating content to address visitor frustrations with search results
- meeting with OEI, OAQPS re: Qlik Style Guide
- revised draft procedure for web standards
- revised three web standards

Denise

- Scheduled posts or posted live to all social media platforms.
- Moderated Facebook and Instagram comments
- Attend the COR Basic Training Course

James

- Working with OGC to redesign their Alternative Dispute Resolution microsite
- Worked on getting various social media requests reviewed and approved
- Worked on getting new web content requests reviewed and approved

Jeff

- Updates to NEWS on EPA home.
- Managed GHG video announcement posts on EPA home, LIVE page.
- Created banners for EPA home.
- Posted a couple of news releases in Spanish (GHG, P.R.).
- Helped update Spanish site with new Pruitt "Core Mission" sections.
- Sent April GoGreen! (the 160th issue!)
- Created DRAFT San Juan Watershed site.
- Met with San Juan Watershed group about new web site.
- Updated NEWS links on Hurr. Response page.
- Researched links for BP SPill data request.

Julia

- OWC work
 - Reviewed, edited, sent for approval web & social media content for offices including OLEM, ORD, OAR

- Continued work on website update project
- Sent bios for career site to NG for review
- Rapid response work on Tuesday: drafting, getting approval for, posting, scheduling posting of tweets and FB posts ahead of ghg event and afterward, working with Denise and Jessica. Provided links to John K for RT as requested.
- OPA work
 - Reviewed all of Ariel's clipping
 - WH report on Monday (2 hours!)

Kathleen

- Working with EICs to draft new pages, improve navigation and make edits in the WebCMS, including Brownfields, Healthy Schools, and Education.
- Reviewing several websites or web pages, including OW, R4, R8 and OEI topics.

Kelly

- Worked on OWC image gallery.

Lina

- Reviewed translation of MTE press release Translated social media on MTE Translated WIFIA social media Reviewed R2 Hurricane press release.
- Updated Spanish horizontal banner
- Responded to over 10 inquiries received via Spanish portal Reviewed and republished expiring webpages.

Reggie

- Prepared weekly web/social media stats report
- Pulled data on blog web traffic for the last 2 years
- Managed the agency's Github organizational account

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